

**CIVIL YEAR-ROUND  
SETTLEMENT FACILITATION REFERRAL TO:  
COURT ALTERNATIVES**

**Referral Date:** \_\_\_\_\_

**Case Number:** \_\_\_\_\_ **Assigned Judge** \_\_\_\_\_

**Case Caption:** \_\_\_\_\_  
vs  
\_\_\_\_\_

**Plaintiff's Attorney(s):** \_\_\_\_\_

**Defendant's Attorney(s):** \_\_\_\_\_

**Deadline for Conference:** \_\_\_\_\_

Trial Date and/or other important dates: \_\_\_\_\_

Ex Parte Request: Yes \_\_\_\_\_ No \_\_\_\_\_

Specific Facilitator(s) or Type of Facilitator Team Preferred: \_\_\_\_\_

**Should the parties pay the facilitator(s)?** Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_ **The parties should pay the facilitator's customary fee.**

\_\_\_\_ **The case should be facilitated "PRO BONO".**

\_\_\_\_ **Other (please make specific recommendations)** \_\_\_\_\_

Special considerations or requests?